

OFF-SITE RESEARCH PARTICIPANT REGISTRATION GUIDELINES

The following information should be used for RESEARCH PARTICIPANTS who will not be seen at the Clinical Center for their initial screening for a protocol. In most cases blood work is sent to the Clinical Center for testing and a Medical Record number needs to be assigned so labs can be ordered and a permanent medical record created.

Required Forms

Admission Forms

- Research Participant Off-Site Registration Form
- General Admission Consent Form
- General Admission Consent Form Addendum – emergency contact section (pediatric patients only)
- Statement of Relationship to Child (pediatric patients only)
- Information Practices Form
- Electronic Request for Admission/Travel/Voucher Form (ATV)

Medical Records Forms

- First Registration Outpatient Report: Tissue Specimen Only
- First Registration Outpatient Progress Note: to be completed if more than a specimen collection is done
- Protocol Consent Form (original/signed)

General Instructions

1. The research coordinator/ designee should complete the Research Participant Off-Site Registration Form.
(Note: All information on this form is entered into Admission fields in CRIS.)
2. Patient has to provide his/her legal name, i.e. no nicknames. Please include middle name and if none, write none.
3. The research participant/guardian must read and sign all the appropriate consent forms.
(Note: These forms cannot be modified. No crossing out of words or phrases or rewriting language on the form)
4. If the consents are sent to the research participant to complete, the witness signature line can be completed as follows: “Consent obtained by phone” The person who informed the participant about the consents should sign and print his/her name and write the Institute.
5. Medical Records will accept a faxed copy of these consent forms
6. All the completed forms, including a copy of the ATV form, should be given directly to Cheryl Swinson, Sue Parada or Karen Kaczorowski. Contact information is listed below.
7. If the ATV form is sent electronically prior to Admissions receiving the packet of completed forms, please write in the Remarks Section “Off-site labs only – consents will be sent to Admissions”. The participant’s information will be entered in CRIS that evening and placed in a pre-admit status. The research participant will not be activated or officially admitted in CRIS until all the completed forms have been given to Admissions.
8. The date of Admission (Outpatient Registration) will be the date the research participant signed the consent forms.
9. If blood work arrives the same day as the paperwork, then please let Cheryl, Sue, or Karen know that the participant can be activated in CRIS, as soon as possible, so lab orders can be entered.
10. Additional forms required by Medical Records are the (1) Outpatient Registration – Tissue Sample Only or the full First Outpatient Registration Progress Note and the (2) Protocol Consent Form (original/signed).

Contact Information

Admissions (24/7): (301) 496-3315/6

Name	Title	Office #	Cell #
Cheryl Swinson	Clinical Operations Manager (oversees Admissions)	301-402-1262	301-339-4836
Sue Parada	Patient Access Coordinator	301-496-2341	301-825-3107
Karen Kaczorowski	Chief, Patient Support Services	301-496-2341	240-533-5379